



## **FAMILY DAY CARE COORDINATOR POSITION DESCRIPTION**

### **1. TITLE**

Family Day Care Coordinator

### **2. DEPARTMENT / SECTION**

Community Services

### **3. LEVEL**

Level 7 (depending on experience/qualifications) Local Government Industry Award 2010

### **4. POSITION OBJECTIVES**

The role is focused on the coordination of the Family Daycare Service, operated from the Sturt Pea building in Bencubbin and the playgroup room in the Beacon Town Hall. Objectives of the position are;

- Overall management of the Little Bees Family Day Care service
- Maintain a high professional standard at all times
- Adhere to current Education and Care Service National Regulations
- Ensure the physical and emotional safety of all clients of the Family Day-care service
- Positively and professionally promote the service and its philosophy
- Communicate regularly with the Community Development Officer regarding the overall administration of the service
- Communicate regularly with the Greater Beginnings Family Day Care Scheme regarding the operations of the service
- Be aware of, and promote where appropriate protective behaviours of children and report to relevant personnel (Parent, Shire, Police etc.) any queries or concerns you may have
- Maintain strict confidentiality at all times
- Respond to emergency, accident or threatening situations following the established guidelines and lease requirements
- Responsible for the set up and pack up of the Sturt Pea building, ensuring the premises are safe, clean and well maintained
- Ensure that resources, materials and equipment are sufficient and appropriate
- Report repairs and maintenance concerns to the Community Development Officer



## 5. AREAS OF RESPONSIBILITY

### OPERATIONAL

- Plan, co-ordinate and execute a safe and stimulating learning programme taking into account social, emotional, intellectual and physical development of the individual children
- Ensure children are supervised at all times and positive, respectful and equitable relationships are developed and maintained
- Be sensitive to cultural diversity of children and families when planning and executing the service
- Monitor children and keep appropriate records, in accordance with the Greater Beginnings Scheme and at parent/caregiver request
- Ensure positive and respectful relationships with families are developed and maintained
- Plan, co-ordinate and execute emergency evacuation drills on a quarterly basis
- Liaise with parents and caregivers regarding any concerns, issues, interests and overall development of their children
- Perform work in a safe and healthy manner, not endangering yourself or other persons

### ADMINISTRATION

- Take bookings for the service
- Record and report bookings fortnightly for invoicing
- Answer telephone and other correspondence directed to the service
- Attend and participate in Greater Beginnings Development sessions
- Ensure that appropriate safety and emergency plans and procedures are up to date

## 6. ORGANISATIONAL RELATIONSHIPS

Responsible to: Community Development Officer

## 7. REQUIREMENTS OF THE POSITION

### ESSENTIAL

- Hold a current National Police Clearance and Working with Children's Check
- Hold a current First Aid Certificate
- Hold or able to acquire current Asthma and Anaphylactic Training
- Hold or able to acquire an Accredited Food Safe Certificate
- Hold or able to acquire Rethinking Supervision Training



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- Hold a current Driver's License
- Certificate III in Early Childhood Education & Care Services or equivalent – or able to acquire
- Excellent communication skills
- Strong, demonstrable commitment to the social, emotional, intellectual and physical needs of the children in the service
- Reporting and administrative skills
- Time management and organisational skills

## DESIRABLE

- Sound working knowledge of the Early Years Framework
- Awareness of relevant Legislation

<b>Present Occupant:</b>		<b>Signed:</b>
<b>Reviewed by:</b>	Rebecca Watson Community Development Officer	<b>Signed:</b>
<b>Date Reviewed:</b>		<b>No of Sheets: 3</b>